

Tri Wing Encampment Cadet Staff Job Descriptions

2-1 Cadet Commander

2-2 Cadet Inspector General

2-3 Cadet Deputy Commander

2-4 Cadet Command Chief Master Sergeant

2-5 Cadet Executive Officer

2-5a Cadet Administrative Officer

2-5b Cadet Operations Officer

2-5c Cadet Communications/Security Officer

2-5d Cadet Public Affairs Officer

2-5e Cadet Medication Detachment Officer in Charge

2-5f Cadet Logistics Officer

2-5g Cadet Finance Officer

2-5h Cadet Website Officer

2-6 Cadet Squadron Commander

2-7 Squadron First Sergeant

2-8 Cadet Flight Commander

2-9 Cadet Flight Sergeant

2-10 Cadet Flight Guide

2-11 Cadet Element Leader

Tri Wing Encampment
Cadet Staff
Job Descriptions

- 2-1 Cadet Commander is directly responsible to the Commandant of Cadets and will:
- A. Be responsible for the performance of the entire cadet group.
 - B. Make personnel assignment recommendations.
 - C. Establish plans, policies and procedures.
 - D. Ensures compliance with all CAP directives.
 - E. Schedule, conduct, and coordinate cadet formations, cadet staff meetings, etc. pertaining to the cadets.
 - F. Supervises and directs subordinate cadet officers and delegate duties and commensurate authority to selected cadet personal for execution of details, inspections, special duties, etc.
 - G. Command all cadet group formations.
 - H. Observe cadet attitudes and take steps necessary to maintain proper morale, discipline, and performance.
 - I. Serve as OIC for daily inspection.
 - J. Review merits and demerits and preside over the Cadet Review Board to investigate and process grievances and disciplinary infractions.
- 2-2 Cadet Inspector General is directly responsible to the Commandant of Cadets and will:
- A. Investigate all concerns raised through the senior or cadet chain of command as directed by the Commandant of Cadets.
 - B. Serve as an observer on the inspection team.
 - C. Observe and participate in all encampment activities as other senior cadet staff.
 - D. Review training and classes as directed.
 - E. Work closely with the Cadet Commander.
- 2-3 Cadet Deputy Commander is directly responsible to the Cadet Commander and will;
- A. Assist the Cadet Commander in the supervision of the Cadet Group.
 - B. Provides direction and coordination with ATF Commander and Squadron Commanders.
 - C. Monitor cadet activities and observe attitudes and indicators of low morale and keep the Cadet Commander informed.
 - D. Manage the operation on functionality of inspections.
 - E. Assist the Cadet Commander in coordinating Cadet Group activities.
 - F. Assume command of the group in the absence of the Cadet commander.

2-4 Cadet Command Chief Master Sergeant is directly responsible to the Cadet Commander and will:

- A. Monitor cadet activities and keep the Cadet Commander and the cadet body informed. Is responsible for the entire Cadet enlisted personnel and their well-being. Is responsible for initiating all Encampment formations.
- B. Provides assistance, counseling and guidance to the squadron first sergeants.
- C. See that required reports are promptly submitted.
- D. Assist in direction and supervision of the encampment.
- E. Assist in providing supervisory, administrative, and management services to the encampment.
- F. Participate in inspections; maintain lists of items requiring correction, and take follow-up action to ensure correction of these items.
- G. Prepare duty roster, assist in preparing necessary participant data, and perform other duties as required.
- H. Monitor and control activity in the Dining Facility.
- I. Participate in the inspection team.
- J. Ensure all facilities are neat and ready at all times.
- K. Oversee all extra duty training. (Demerit work)
- L. Work closely with the Cadet Commander and the Cadet Executive Officer.

2-5 The Executive officer is directly responsible to the Cadet Commander and will:

- A. Supervise and be responsible for the smooth functioning of the cadet staff in administration, operations, communications, security, public affairs, medical finance, website and logistics.
- B. See that all reports and paperwork are accomplished properly and on time.
- C. Be the principle advisor to the Cadet Commander on all cadet administrative matters and assist in formation of cadet level policies.
- D. Serves on the daily inspection team.
- E. Serve as the Cadet Safety Officer and assists the Encampment Safety Officer.

2-5a Cadet Administration Officer is directly responsible to the Cadet Executive Officer and will;

- A. Works closely with the senior Administration Officer.
- B. Be responsible for the administrative and personal details of the cadet administrative staff.
- C. Maintain control and disseminate all written communication within the cadet staff.
- D. Serve as recorder for the Cadet Review Board and at similar functions.
- E. Provide administrative support to the Squadrons when requested.
- F. Prepare reports and communications for the Cadet Commander as requested.

- G. Maintain an up-to-date bulletin board of directives, notices, and schedules within the cadet area.
- H. Distribute and control the use of all cadet forms.
- I. Maintain files and records.
- J. Authentication of all correspondence and orders.
- K. Handles personnel actions and records.

2-5b Cadet Operations Officer is directly responsible to the Executive Officer and will:

- A. Responsible for implementation of encampment directives.
- B. Preparation of necessary reports.
- C. Coordinate with other cadet staff sections regarding cadet activities.
- D. Direction of cadet participation in encampment operations.
- E. Be responsible for the daily training schedule.
- F. Ensure training schedule is published and distributed in a timely manner.
- G. Ensures cadet training areas, instructors and necessary materials are ready and available for classes prior to execution.
- H. Ensures the training schedule is conducted in a timely manner.
- I. Monitors movement to training activities.

2-5c Cadet Communications/Security Officer is directly responsible to the Cadet Executive Officer and will:

- A. Serves as the Communications/Security Flight Commander.
- B. Established and maintain a proper net for 24 hour operations
- C. Coordinate communications matters with other staff sections.
- D. Issue and control radio equipment as required.
- E. Monitor communications for proper usage.
- F. Be responsible for proper security of the buildings and perimeter occupied by the encampment.
- G. Provides Officer of the Day (OD) for each day of encampment.
- H. Ensures hourly checks of Charge of Quarters (CQ) for correct staff procedures.

2-5d Cadet Public Affairs Officer is directly responsible to the Cadet Executive Officer and will;

- A. Works closely with the senior Public Affairs officer.
- B. Keep a photographic record of all encampment activities.
- C. Work with senior Counterpart in preparing news releases to Civil Air Patrol News and other publications concerning encampment.
- D. Print Encampment Newsletter Daily.
- E. Handles cadet portion of community relations and protocol duties.

2-5e Cadet Medical Officer is directly responsible to the Cadet Executive Officer and will:

- A. Works closely with the senior Medical Officer.
- B. Serves as the Medical Detachment Officer in Charge.
- C. Make certain each person with medical problem and/or disabilities checks in with medical office on arrival to encampment and whenever required during the encampment for treatment.
- D. Attend to minor medical emergencies during the encampment IAW Red cross Standard First Aid procedures and refer all problems to senior Medical Officer.
- E. Follow Medical staff operating procedures as stated by senior Medical Officer.
- F. Ensures additional training for the Medical Detachment.
- G. Provides medical for all onsite training activities.

2-5f Cadet Logistics officers is directly responsible to the Cadet Executive Officer and will:

- A. Works closely with the senior Logistics Officer.
- B. Make certain each flight has proper latrine and cleaning supplies daily.
- C. Be responsible for any uniform and/or insignia at the encampment for distribution or sale.
- D. Be responsible for assisting in acquisition, receipt, storage and disposal of necessary equipment and supplies for cadet activities.
- E. Manage and maintain supply inventories.
- F. Maintenance of supply records.
- G. At the close of the encampment, assist in ensuring that all equipment and facilities are returned in good condition.

2-5g Cadet Finance Officer is directly responsible to the Cadet Executive Officer and will:

- A. Work closely with the senior Finance Officer.
- B. Ensure that an Encampment Funds Disbursement request is filled out for all expenditures.
- C. Ensure that all funds received are properly logged and promptly deposited.
- D. Ensure that all receipts and expenditures are recorded promptly on computer financial worksheets.
- E. Assists in the compilation of financial statements at close of encampment.

2-h Cadet Website Officer is directly responsible to the Cadet Executive Officer and will:

- A. Work closely with the Encampment Web Master.
- B. Selects images collected by cadet photojournalists for publication on web site.

- C. Optimizes images for web publication.
 - D. Edits articles by cadet photojournalists into captions for selected images.
 - E. Merges images and captions into web pages.
 - F. Ensures that all web pages and images are uploaded to web server each night.
- 2-6 Advanced Training Flight (ATF) Commander is directly responsible to the Commandant of Cadets for training and the Cadet Commander for all else and will:
- A. Be responsible to train future staff members and improve each cadet's leadership skills.
 - B. Be responsible for all members of the ATF command.
 - C. Supervise ATF flight assistants.
 - D. Ensure all acting cadet staff are counseled verbally and in writing each day.
 - E. Supervise and conduct extended instruction in CAP customs and courtesies, ceremonies, and drill.
 - F. See that wear of the CAP uniform, military bearing and discipline sets the standard for the encampment.
- 2-7 Cadet Squadron Commanders are directly responsible to the Cadet Deputy Commander and will:
- A. Be responsible for the performance of his/her squadron.
 - B. Supervise subordinate Flight Commanders and delegate duties and commensurate authority to Squadron First Sergeants for execution of those duties.
 - C. Supervise and conduct instructions in CAP customs and courtesies, ceremonies, and drill.
 - D. See that cadets wear the CAP uniform properly and perform in a disciplined manner.
- 2-8 Cadet First Sergeant is directly responsible to the Squadron Commander and will:
- A. Monitor cadet activities and keep the Cadet Commander and the cadet body informed. Is responsible for the entire Cadet enlisted personnel and their well being. Is responsible for initiating all Encampment formations.
 - B. See that require reports are promptly.
 - C. Assist in direction and supervision of the squadron.
 - D. Assist in providing supervisory, administrative, and management services to the squadron.
 - E. Participate in inspections; maintain lists of items requiring correction, and take follow-up action to ensure correction of these items.
 - F. Prepare duty roster, assist in preparing necessary participant data, and perform other duties as required.
 - G. Monitor and control squadron activity in the Dining Facility.
 - H. Ensure all facilities are neat and ready at all times.

- I. Oversee all squadron extra duty training. (Demerit work)
- J. Work closely with the Cadet Command Chief Master Sergeant.

2-9 Cadet Flight Commanders are directly responsible to the Cadet Squadron Commanders and will:

- A. Be responsible for performance of his/her flight and supervise the flight Sergeant.
- B. Insure that flight members wear the uniform properly, practice military courtesies, and perform in a discipline manner.
- C. Supervise the flight in the performance of drill and ceremonies.
- D. Take and active interest in each flight member and evaluate their performances.
- E. Be responsible for Flight moral and esprit-de-corps, and advise the Cadet Squadron commander of disciplinary problems not correctable at the flight level.
- F. Advisor to flight members.

2-10 Cadet Flight Sergeants are directly responsible to the Cadet Flight Commanders and will:

- A. Supervise the activities of the flight under the guidance of the Flight Commander.
- B. Is responsible for marching the flight.
- C. Be responsible for assisting the Flight Commander in the administrative details of the flight and make every effort to relieve the Flight Commander of minor details.
- D. Prepare CQ roster/schedule; give one copy to the Squadron First Sergeant and Security Officer and post one copy on the flight bulletin board.
- E. Take an active interest in the welfare of the members of the flight and assist in the maintenance of the flight morale.
- F. Assist the Flight Commander in the evaluation of the flight members.
- G. Provide supervision and guidance to Cadet Element Leaders.
- H. Conduct Bed checks at lights out.

2-11 Cadet Guides are directly responsible to the Cadet Flight Sergeants and will:

- A. Be responsible for the flight guidon.
- B. Assist in keeping their flight's morale and esprit-de-corps high.

2-12 Cadet Element Leaders are directly responsible to the Cadet Flight Sergeant and will:

- A. Assist the Flight Sergeant through supervision of their respective element.
- B. Maintain an active interest in the welfare of each element member.
- C. Assure element members wear their uniform properly.
- D. Practice military courtesy, and perform in a disciplined manner.

- E. Ensure element members maintain their beds, lockers and personal area.
- F. Assist the Flight Sergeant in other details required.